



Pegasys Quick Reference Guide

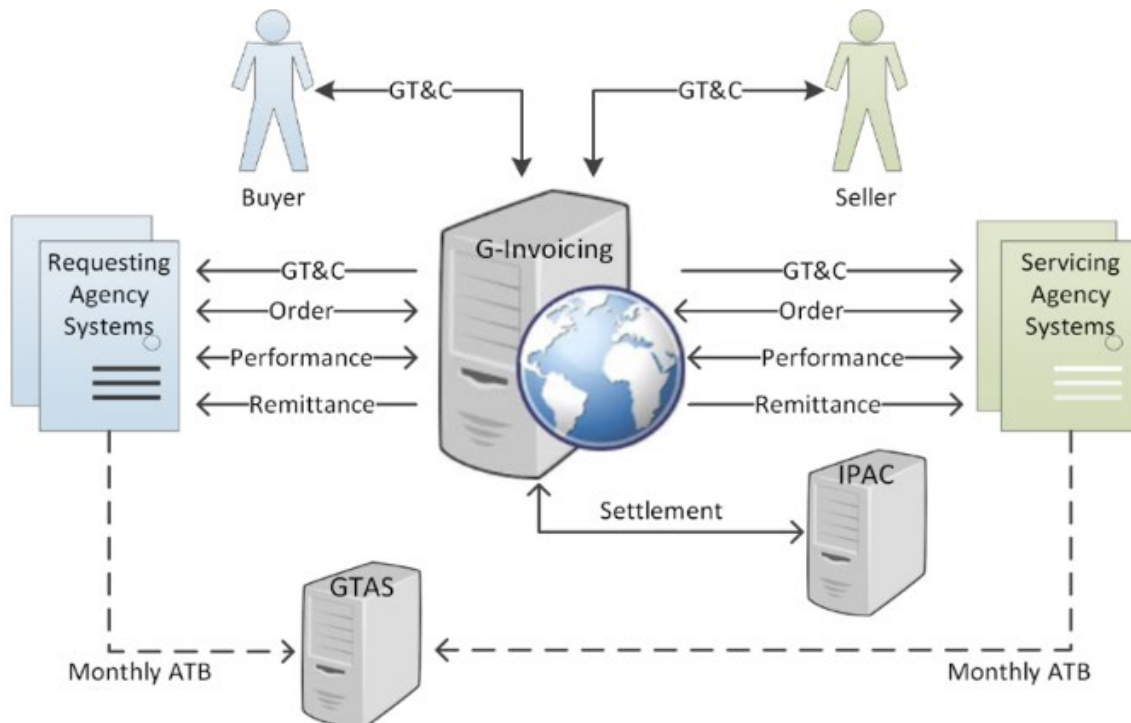
G-Invoicing Overview

The Government Invoicing (G-Invoicing) application is a central repository used to support intragovernmental transactions (IGT) with the long-term goal of improved accounting accuracy between Federal Program Agencies.

G-Invoicing has three main functional areas:

- General Terms and Conditions (GT&C)
- G-Invoicing Orders
- Performance Transactions and Settlement/Remittance

Figure 1: High-level Overview of Treasury's G-Invoicing Process



Below are the basic steps in the High-level Overview of Treasury's G-Invoicing Process illustrated in the figure above.

Buyer

- GT&C information is passed between the Buyer and the G-Invoicing system
- Between the G-Invoicing system and the Requesting Agency Systems:
 - GT&C information is sent from the G-Invoicing system to the Requesting Agency Systems



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- o Order information is passed between the G-Invoicing system and Requesting Agency Systems
- o Performance information is passed between the G-Invoicing system and Requesting Agency Systems
- o Remittance information is sent from the G-Invoicing system to the Requesting Agency Systems
- The Requesting Agency Systems send Monthly Adjusted Trial Balance (ATB) information to Governmentwide Treasury Account Symbol (GTAS)

Seller

- GT&C information is passed between the Seller and the G-Invoicing system
- Between the G-Invoicing system and the Requesting Agency Systems:
 - o GT&C information is sent from the G-Invoicing system to the Servicing Agency Systems
 - o Order information is passed between the G-Invoicing system and Servicing Agency Systems
 - o Performance information is passed between the G-Invoicing system and Servicing Agency Systems
 - o Remittance information is sent from the G-Invoicing system to the Servicing Agency Systems
- The Servicing Agency Systems send Monthly ATB information to GTAS
- Settlement information is passed between the G-Invoicing system and Intra-Governmental Payment and Collection (IPAC)

G-Invoicing will improve the quality and reliability of IGT Buy/Sell information through brokering transactions in accordance with the standard processes outlined in the Treasury Financial Manual (TFM), and ensuring the data captured complies with the Federal Intragovernmental Data Standard (FIDS).

- Treasury Financial Manual Information
 - o TFM Part 2, Chapter 4700: Federal Entity Reporting Requirements for the Financial Report of the United States Government
 - o Appendix 8 Intra-governmental Transactions (IGT) Buy/Sell
 - o <https://tfm.fiscal.treasury.gov/v1/p2/c470.html>

General Terms & Conditions (GT&C) Overview

General Terms & Conditions or GT&Cs are manually entered in G-Invoicing and pulled into Pegasys via the Pegasys GT&C Integration. This is a one-way inbound pull integration that pulls



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GT&C information as well as attachments that have been entered and fully approved in the Treasury G-Invoicing system. GT&C will be pulled for all business lines. GT&Cs with an Open for Order or Closed status will be pulled.

GT&C Query

The GT&C Query serves as a central point for all G-Invoicing General Terms and Conditions (GT&C) information. The GT&C Query provides the ability to review Requester and Servicer GT&C information between trading partners. Although integrated records are stored in Pegasys, changes need to be negotiated within the Treasury G-Invoicing system prior to the one-way pull integration retrieving the updated GT&C information from G-Invoicing into Pegasys. Once the GT&C has been approved and is an Open for Orders Status, the GT&C information can be referenced on the G-Invoicing Orders created in the Treasury G-Invoicing system and on the G-Invoicing Order Authorizations (OA) documents in Pegasys.

Steps to view information on the GT&C Query:

1. Navigate to Queries → General System → G-Invoicing → GT&C Query.

Figure 2: GT&C Query Search Criteria

The screenshot shows the 'GT&C Query' interface in Pegasys. At the top, a breadcrumb trail reads: Pegasys / Queries / General System / G-Invoicing / GT&C Query. Below this, the title 'GT&C Query' is displayed. There are two tabs: 'Basic Search' (selected) and 'Advanced Search'. The form is divided into several sections for search criteria:

- Top Row:** GT&C Number (text input), GT&C Modification Number (text input).
- Second Row:** Requester/Servicer Type (dropdown), Agreement Start Date (calendar icon), Agreement End Date (calendar icon).
- Third Row:** G-Invoicing Status (dropdown), G-Invoicing Synchronized (dropdown).
- Security Org:** A text input field with a star icon.
- Requesting Section:** A box containing Agency Location Code (text input with star), Group Name (text input), Business Unit (text input with star), Cost Center (text input with star), and Department ID (text input with star).
- Servicing Section:** A box containing Agency Location Code (text input with star), Group Name (text input), Business Unit (text input with star), Cost Center (text input with star), and Department ID (text input with star).

At the bottom, there are 'Search' and 'Clear' buttons.

2. Enter Search Criteria and select the **Search** button.



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Figure 3: GT&C Query Search Results

Pegasys / Queries / General System / G-Invoicing / GT&C Query

GT&C Query

Requesting
Agency Location Code
Group Name
Business Unit
Cost Center
Department ID

Servicing
Agency Location Code
Group Name
Business Unit
Cost Center
Department ID

1 - 2 of 2 results

| GT&C Number | Requester/Serv Type | GT&C Modification Number | G-Invoicing Status | Requesting Agency Location Code | Servicing Agency Location Code | Start Date | End Date | G-Invoicing Synchronized | Last Integration Date/Time | Has Been Referenced |
|---|---------------------|--------------------------|--------------------|---------------------------------|--------------------------------|------------|------------|--------------------------|----------------------------|---------------------|
| <input checked="" type="radio"/> A2103-047-047-002978 | Servicer | 0 | Open for Orders | 47000016 | 47000016 | 05/23/2021 | 05/22/2022 | True | 03/19/2021 12:15:12 | False |
| <input type="radio"/> A2103-047-047-002978 | Requester | 0 | Open for Orders | 47000016 | 47000016 | 05/23/2021 | 05/22/2022 | True | 03/19/2021 12:15:09 | False |

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3. Select the desired record and select the **Details** button.

4. View the GT&C tab.

Figure 4: GT&C Query GT&C Tab

Pegasys / Queries / General System / G-Invoicing / GT&C Query / GT&C

GT&C

General Information
GT&C Number
GT&C Modification Number
Requester/Servicer Type
GT&C Title
G-Invoicing Status
Agreement Start Date
Agreement End Date
G-Invoicing Synchronized
Last Integration Date/Time
Agreement Type
Security Org
Termination Days
Currency Code
☐ Advance Payment
☐ Assisted Acquisition
☐ Has Been Referenced

Agency Information

Requesting
Agency ID
Agency Location Code
Group Name
Agreement Tracking Number

Servicing
Agency ID
Agency Location Code
Group Name
Agreement Tracking Number

BUSINESS UNIT
No results

BUSINESS UNIT
No results

5. Select the GT&C Entity History Detail tab.

6. Select a record to view the details.



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Figure 5: GT&C Query GT&C Entity History Detail Tab

Pegasys / Queries / General System / G-Invoicing / GT&C Query / GT&C / GT&C Entity History Detail

GT&C ENTITY HISTORY DETAIL

GT&C **GT&C Entity History Detail**

1 - 1 of 1 results

| Timestamp | GT&C Number | GT&C Modification Number | G-Invoicing Status | User ID |
|---------------------|----------------------|--------------------------|--------------------|-------------|
| 03/19/2021 12:15:12 | A2103-047-047-002978 | 0 | Open for Orders | webmethginv |

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Expand All Collapse All

General Information

GT&C Number: A2103-047-047-002978

GT&C Modification Number: 0

Requester/Service Type: Servicer

GT&C Title: TTS Solutions / Federalist / DSM

G-Invoicing Status: Open for Orders

Agreement Start Date: 05/23/2021

Agreement End Date: 05/22/2022

Requesting Assisted Acquisitions:

Servicing Assisted Acquisitions:

Agreement Type: Multiple

Security Org: PEGASYS

Termination Days: 30

Currency Code: USD

☐ Advance Payment

☐ Assisted Acquisition

☐ Has Been Referenced

Agency Information

Requesting: Agency ID: 047

Servicing: Agency ID: 047

Save Refresh Attachments View Orders Performance Query

The steps above are used for both the Servicer (Seller) and the Requestor (Buyer).

G-Invoicing Orders Overview

G-Invoicing Orders are manually entered in G-Invoicing, then pulled into Pegasys via the Pegasys Order Integration. This is a one-way inbound pull integration that pulls Order information as well as attachments that have been entered and fully approved in the Treasury G-Invoicing system. Orders will be pulled for Region 6 Manual Business Lines as a Servicer and FIOD and FSD as a Requester (USDA Payables). Orders with an Open or Closed status will be pulled.

NOTE: At this time, all Orders, Admin Changes and Mods will be done manually in G-Invoicing and then brought into Pegasys once fully approved and in Open status.

NOTE: For a given G-Invoicing Order Number and Requester/Service Type, there will be one Order Authorization (OA) document in Pegasys that will get amended for both Admin Changes and Mods; depending on agency approval configuration, the OA may process or may be routed to a user's Inbox for approval.

Verify an Order Authorization is Processed in Pegasys

Steps to verify an Order Authorization is processed in Pegasys:

1. Navigate to Transactions → Form/Document Selection.
2. Enter **Document Type** MOA.



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Figure 6: Form/Document Selection Query Search for an MOA

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

3. Scroll to the G-Invoicing section.

Figure 7: Form/Document Selection G-Invoicing Section Selection

4. Select the + to expand the G-Invoicing section.

Figure 8: Form/Document Selection G-Invoicing Section

5. Enter the **Order Number** and select **Search**.
6. Select the returned document and select **View**. The Order Authorization Header is displayed.



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Figure 9: Order Authorization Header Page

HEADER

Header Itemized Lines Office Addresses Approval Routing Memos Summary ...

General

Document Type MOA G-Invoicing Manual Busir

Status PROCESSED

Document Number MOA2020121800001

Title

Authorized By

Disbursing Office

☐ Capital Planning and Investment Control (CPIC) Screening Indicator

Integration Date/Time 12/18/2020 15:15:10

OA Integrations Model

Created by webmethginv

Last Modified by allroles106

Orig Document Date 12/18/2020

Order Date 12/18/2020

Accounting Period 03/2021

Reporting Accounting Period 03/2021

Last Batch Number

Document Classification

Security Org GSA

Last Print Date

Period of Performance

Start Date 12/18/2020

End Date 06/04/2021

Vendor

Vendor

Address Name

More

Designated Agent

Vendor

Address Name

More

Alternate Payee

Vendor

Address Name

More

7. Select the **Itemized Lines** tab.

8. Select an Itemized Line and select the **Itemized Line** tab.

Figure 10: Order Authorization Itemized Line Page

ITEMIZED LINE

Itemized Line Accounting Lines

Item 1 of 1

General

Line Number 0001

Item #

Closed Date

Order Line Status Active

Source Number

Quantity 100.000000

Advance Line Amount \$100.00

Normal Line Amount \$0.00

Total Line Amount \$100.00

Order Line Number 1

NAICS Code

Type of Service Requirements N/A (Not Applicable)

Product/Service Codes

Commodity 1000

Commodity Name Personal Computers

Unit DO

G-Inv Unit Of Measure DO

G-Inv Unit Name Dollars, U.S.

Product/Service Identifier 1000

Item Description SIT

Unit of Measure Description Dollars, U.S.

☐ Item Unique ID Required Flag



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G-Invoicing Order Query

The G-Invoicing Order Query contains the pertinent information from the G-invoicing Authorization (OA) document in Pegasys.

Steps to view an Order Authorization on the G-Invoicing Order Query:

1. Navigate to Queries → General System → G-Invoicing → G-Invoicing Order Query.

Figure 11: G-Invoicing Order Query

Pegasys / Queries / General System / G-Invoicing / G-Invoicing Order Query

G-Invoicing Order Query

Basic Search | Advanced Search

Requester / Servicer Type

GT&C Number ☆

G-Invoicing Order Number ☆

Order Mod #

Order Status

Doc Type ☆

Document Number ☆

Requesting Group Name

Requesting

Business Unit ☆

Cost Center ☆

Department ID ☆

Servicing

Business Unit ☆

Cost Center ☆

Department ID ☆

Period of Performance

Start Date To

End Date To

Order Authorization Title

Requesting Order Number

Servicing Order Number

Servicing Group Name

Search **Clear**

2. Enter a **G-Invoicing Order Number** and select **Search**.
3. Select the results and select the **Details** button.

Figure 12: G-Invoicing Order Query Item Collection

| Requester / Servicer Type | GT&C Number | GT&C Title | G-Invoicing Order Number | Order Mod # | Order Authorization Title | Order Status | Requesting Order Number | Servicing Order Number | Start Date | End Date | Priority Order | Document Type |
|---------------------------|----------------------|---|--------------------------|-------------|---------------------------|--------------|-------------------------|------------------------|------------|------------|----------------|---------------|
| Servicer | A2012-097-047-002212 | UT_12_15_2020_Seller_Non-Advance_Multiple_Order_attachments | 02012-097-047-004398 | 0 | | Open | test | test | 12/15/2020 | 03/31/2021 | False | MOA |

Details **View Document** **Performance Query** **Activity Log**

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4. View the Order Header.



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Figure 13: G-Invoicing Order Query Order Header Page

Pegasys / Queries / General System / G-Invoicing / G-Invoicing Order Query / **Order Header**

ORDER HEADER

[Order Header](#) [Order Lines](#)

— General

| | | | | | | |
|---------------------------|------------|--------------------------|-----------------------|---------------------|-------------------|-----|
| Doc Type | MOA | G-Invoicing Manual Busin | Doc Num | MOA2020121500001 | Security Category | GSA |
| Order Authorization Title | | | Document Action | Original | | |
| Period of Performance | | | Last Modified By | allroles106 | | |
| | | | Integration Date/Time | 12/15/2020 10:45:08 | | |
| Start Date | 12/15/2020 | | | | | |
| End Date | 03/31/2021 | | | | | |

— Vendor

| | | |
|--------------|--|----------------------|
| Vendor | | More |
| Address Name | | |

— GT&C

| | | | |
|----------------------|----------------------|---------------------------|-----------------|
| GT&C Number | A2012-097-047-002212 | GT&C Status | Open for Orders |
| GT&C Mod # | 0 | Requester / Servicer Type | Servicer |
| Requesting Agency | | Servicing Agency | |
| Agency ID | 097 | Agency ID | 047 |
| Agency Location Code | 07200012 | Agency Location Code | 47000016 |

[Performance Query](#) [Activity Log](#) [View GT&C](#)

5. Select the **Order Lines** tab to view additional details.
6. Select a record and select the Order Line Detail tab.

Figure 14: G-Invoicing Order Query Order Line Detail Page

ORDER LINE DETAIL

[Order Line Detail](#) [Order Schedules](#)

Item 1 of 1 [Expand](#)

— General

| | | | |
|-------------------|---|-------------------|--------|
| Order Line Number | 1 | Order Line Status | Active |
|-------------------|---|-------------------|--------|

— Line Amounts

| | | | |
|---------------------|------------|-------------------|----------|
| Quantity | 100.000000 | Total Line Amount | \$100.00 |
| Advance Line Amount | \$0.00 | | |
| Normal Line Amount | \$100.00 | | |

— Order Line

| | | | |
|-----------------------|----|------------------|--------------|
| Product/Service Codes | | Item Description | 111111111111 |
| Unit | DO | | |

[Performance Query](#) [Activity Log](#) [View GT&C](#)

NOTE: Order Authorization documents do not update the General Ledger.



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Verify GT&C Query Updates

Steps to verify the GT&C Query was updated for the Order Authorization:

1. Navigate to Queries → General System → G-Invoicing → GT&C Query.

Figure 15: GT&C Query Search Criteria

Pegasys / Queries / General System / G-Invoicing / GT&C Query

GT&C Query

Basic Search | Advanced Search

| | | | |
|------------------------|----------------------|--------------------------|----------------------|
| GT&C Number | <input type="text"/> | GT&C Modification Number | <input type="text"/> |
| Requester/Service Type | <input type="text"/> | Agreement Start Date | <input type="text"/> |
| G-Invoicing Status | <input type="text"/> | Agreement End Date | <input type="text"/> |
| Security Org | <input type="text"/> | G-Invoicing Synchronized | <input type="text"/> |

Requesting

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

Servicing

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

2. Enter Search Criteria and select the **Search** button.
3. Select the desired record and select the **Details** button.
4. Ensure the Has Been Referenced flag is selected.

Figure 16: GT&C Query Has Been Referenced Field

Pegasys / Queries / General System / G-Invoicing / GT&C Query / GT&C

GT&C

GT&C | GT&C Entity History Detail

General Information

GT&C Number A2012-097-047-002241

GT&C Modification Number 1

Requester/Service Type Servicer

GT&C Title SIT_12_03_2020_Seller_Advance_

G-Invoicing Status Open for Orders

Agreement Start Date 10/26/2020

Agreement End Date 08/22/2023

G-Invoicing Synchronized Yes

Last Integration Date/Time 03/17/2021 18:15:03

Agreement Type Multiple

Security Org PEGASYS

Termination Days 998

Currency Code USD

☒ Advance Payment

☐ Assisted Acquisition

☒ Has Been Referenced



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5. View the Fees and Amounts section.

Figure 17: GT&C Query Fees and Amounts Section

| Fees and Amounts | |
|--|---------------------|
| Total Net Order Authorization Amount | \$0.00 |
| Total Order Authorization Advance Amount | \$0.00 |
| Total Direct Cost Amount | \$100,000.00 |
| Total Overhead Fees Amount | \$100,000.00 |
| Total Estimate Amount | \$200,000.00 |
| Total Remaining Amount | \$198,800.00 |

☒ Enforce Total Remaining Amount Flag

Explanation Overhead Fees: 999

G-Invoicing Performance and Settlement/Remittance Overview

Performance and Settlement/Remittance will be pushed from Pegasys to G-Invoicing as well as pulled from G-Invoicing into Pegasys via the corresponding Pegasys Baseline Performance integration. This is a two-way outbound and inbound integration for G-Invoicing Performance / Settlement transactions. It does not include push / pull for attachments and push of Performance adjustments and advance offsets. Performance and Settlement/Remittance will be pushed and pulled for Region 6 Manual Business Lines as a Servicer and Region 6 and Region 7 as a Requester (USDA Payables). Pending Settlement, Settlement Complete & Informational Performance records will be both pushed or pulled.

Performance and Settlement Options

The Treasury Intergovernmental Payment and Collection (IPAC) system handles the Settlement of Performance records. The Treasury G-Invoicing system will send records to the Treasury IPAC system to move the funds between the two agencies (i.e., IPAC Settlement). The amount and timing of the IPAC Settlement depends on two factors. The first factor is the Schedule Type (Normal vs Advance), and the second is the Freight On Board (FOB) setting (Source, Destination or Other) that was negotiated on the G-Invoicing Order. **Table 1** summarizes the various Settlement scenarios based on the different Performance Type and FOB combinations.



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Table 1: Settlement Scenarios Based on Performance Type and FOB

| Performance Type | FOB Source | FOB Destination or Other |
|--|--|---|
| 035 – Delivered / Performed (Servicer Initiated) for Normal Schedule | IPAC settlement occurs based on the Servicer 035-Delivered / Performed record submitted to G-Invoicing. | No IPAC settlement occurs for the Servicer 035-Delivered / Performed record. Settlement must wait for Requester 050 – Received / Accepted response. |
| 050-Received/ Accepted (Requester Initiated) for Normal Schedule | Optional | Required and will trigger the IPAC settlement for the amount of the Requester 050 – Received/ Accepted record submitted to G-Invoicing. |
| 548-Advance (Servicer Initiated) for Advance Schedule | IPAC settlement occurs based on the Servicer 548-Advance record submitted to G-Invoicing, regardless of FOB. | IPAC settlement occurs based on the Servicer 548-Advance record submitted to G-Invoicing, regardless of FOB. |

NOTE: Within the Treasury G-Invoicing system, note that only Servicing Agencies can submit the 035 – Delivered / Performed and the 548 – Advance Performance record and only Requesting Agencies can submit the 050 – Received / Accepted Performance records.

For the FOB Destination Normal line Schedules, there is also a setting called the Constructive Receipt Days that is negotiated on the G-Invoicing Order. For FOB Destination or Other Normal type Schedules, the IPAC settlement is dependent upon the Requesting Agency submitting their 050 – Received / Accepted record in response to the Servicing Agency's 035 – Delivered / Performed record. If the Requesting Agency fails to submit their 050 – Received / Accepted record in a timely manner the IPAC settlement will automatically occur based on the dollar amount of the Servicer's 035 – Delivered / Performed record after the number of days indicated by the Constructive Receipt Days setting for the Order.

Performance and Settlement Business Process for FOB=Source

The Performance and Settlement process for 035-Delivered/Performed transactions for FOB=Source and all 548-Advance transactions regardless of FOB designations is as follows. The Servicing Agency initiates the process in one of two ways; by manually entering Performance records in the G-Invoicing system or by integrating them into the G-Invoicing system from Pegasys bills using the Outbound Crosswalk and Outbound Performance Push integration. In these scenarios, Settlement is based solely on the information submitted by the Servicing Agency. Settlement information is returned to the Requesting Agency via the Inbound Performance Pull integration, reconciled to an Obligation, and a Payment is created to reflect the movement of funds for the buyer. On the Servicing Agency side, Settlement information is



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returned via the Inbound Performance Pull integration, reconciled to a Bill, and a Cash Receipt is created to reflect the movement of funds for the seller.

Performance and Settlement Business Process for FOB=Destination

The Performance and Settlement process for the 035-Delivered/Performed transactions for FOB=Destination is similar to the scenario above. The Servicing Agency can initiate the process by manually entering information into the G-invoicing system or integrating information using the Outbound Performance Push integration. However, the G-Invoicing system marks these 035-Delivered/Performed transactions as informational and Settlement must wait for the Requesting Agency's 050-Received/Accepted response.

Just as the Servicing Agency has the option to integrate outbound Performance records or manually enter them directly in the G-Invoicing system, the Requesting Agency has two options for entering their 050-Received/Accepted response.

If the Requesting Agency has configured the Outbound Performance Push Integration, it will cycle through the steps to crosswalk the 035-Delivered/Performed Informational transaction, reconcile it to an obligation and create a payment. The Requesting Agency has the opportunity to modify the amount of the payment based on their determination on what goods or services have been received before processing. This payment can subsequently be integrated back to the G-Invoicing system as the 050-Received/Accepted response.

Alternately, if the Outbound Performance Push integration has not been configured, the Requesting Agency can enter the 050-Received/Accepted response directly in the G-Invoicing system. If the Requesting Agency plans to manually enter their 050-Received/Accepted responses in the G-Invoicing system, they should configure their process to ignore the Servicer 035-Delivered/Performed Informational record from the Inbound Performance Pull integration.

The Inbound 035-Delivered/Performed informational transaction received into Pegasys always is ignored by Servicing Agency and no cash receipt is created at this point.

Outbound Crosswalk (GSGINVXWOT) Configuration

Transactions that are eligible for Outbound Performance integration are cross-walked from the Pegasys transactions to the G-Invoicing / IPAC Staging Query using the G-Invoicing Outbound Crosswalk (GSGINVXWOT) batch process and associated cross walking rules. Servicer Outbound Bills will use the Outbound Billing Document (GINVOUTBD) crosswalk type and associated rules. Requester Outbound Payments will use the Outbound Header Itemized Payment Document (GINVOUTIPH) or Outbound Itemized Line Itemized Payment (GINVOUTIPI) crosswalk type and associated rules.

This process can be configured to run according to a predefined schedule or on demand by users with Run permission on the /./Batch Execution/Batch Job/GSGINVXWOT security category.



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Crosswalk rules have been configured for each crosswalk type to retrieve required information from Pegasys document lines in preparation for Outbound Performance Push integration. These rules are baseline configurations and do not support user modification. Baseline crosswalk rules should not be altered. Doing so will introduce data inconsistencies in the data that is being sent to G-Invoicing and will cause issues with the integration.

For additional information on G-Invoicing, please see **BAAR User Guide 8 of 10, Section 6.**